Personal Digital Assistant

User's Guide

Contents

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Notice

Recommendations

- The manufacturer strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, the manufacturer assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the organizer to malfunction.

Getting Started

Important Notice

This unit is shipped in "Sleep" mode in order to conserve battery life. To start the unit, it must first be reset. The "reset" button is accessed via the hole above the battery door on the back of the unit.

Using the Organizer for the First Time

The first time you use this organizer, you should perform a system reset. **Warning**! A system reset erases any user-entered information and clears all settings.

1. **Turn the organizer over and carefully pull the battery insulation sheet to remove it.**
2. **Press ON/OFF to turn the organizer off.**
3. **Use a paper clip to gently press the reset button on the back of the organizer.**
4. **Tap ENTER to reset the organizer.**

   ✎ **Selecting a Language**

1. **Tap 🕐︎ TIME and then tap LANG to the bottom right of the screen.**

   ENGLISH? appears on the screen.

2. **Tap ⅋ or ⅍ to cycle through the seven available languages: English, Español, Français, Deutsch, Português, Italiano, Nederlands.**
3. **Tap ENTER when you see the one you want.**

When the device is on, press and hold **ON/OFF** for about two seconds to turn the backlight on. Press and hold again to turn the backlight off (RF-8130 only).

✎ About Screen Illustrations

Some screen illustrations in this User's Guide may vary slightly from what you see on the screen. This does not mean that your organizer is malfunctioning. English is the selected message language for screen illustrations.

✎ Auto-Shut Off

When none of the keys have been pressed for approximately seven minutes, the organizer automatically turns the power off to save the battery. Press **ON/OFF** to resume. The actual life of the battery depends on the usage.

✎ Keyboards

ABC/123 at bottom right of screen controls the keyboards. Tap this to toggle between the letter/number keyboards. The Calculator function icons and **SYML** appear only in the numeric keyboard.

✎ Symbols

You can enter 19 symbols such as @, $, and 34 accented characters such as Ä, É, etc. To enter a symbol or special character when tapping letters, first tap **ABC/123**, then tap **SYML**, then tap ▲ or ▼ to cycle through the 53 available symbols and characters. When you see the symbol or character you want, tap **0-5**. Tap **ABC/123** to return to the letter keyboard.

Understanding the Display

Several icons appear on the upper left of the screen to indicate active modes. These are indicator icons only and perform no function when tapped.

Note: ▼ ▲ on the upper left indicates data extending beyond the current screen. Tap ▼ ▲ to scroll up and down and read all the available data.

The bottom half of the screen contains the function icons, directions arrows, letters, numbers and other icons that you can tap to perform a number of functions.

Note: The display is dependent on the mode you are in. For example, the Calculator function keys are displayed only in the Calculator.

Function Icons

The function icons appear in a row beneath the data display.

🕸️ **TEL**	Cycles between the Business 1, Business 2 and Personal phone directories.
🌐 **WWW**	Goes to the Internet directory.
🕐 **TIME**	Cycles between Home Time, World Time and daily alarm mode.
📅 **CALEN**	Toggles between the Calendar and Schedule.
📝 **TODO**	Toggles between the Todos and Memos.
🎂 **ANNIV**	Goes to the Anniversary directory.

Understanding the Display

⑤ EXP	Goes to the Expense directory.
◈ BOOK	Goes to the currently installed book.
◈ CALC	Cycles between the Calculator, Metric converter and Currency Converter.
€ EURO	Goes to the Euro Converter.
吕÷吕 SYNC	Goes to the Data Synchronization screen. This is useful only if you have the PC Sync program.

Other Icons

|	
▲ ▼ ▶ ◀	Moves cursor in the indicated direction.
Â	Searches up through records.
Ÿ	Searches down through records.
(((•)))	Enables/disables the alarms.
♩	Enables/disables the keytone.
☉━▷	Goes to the Enter Password screen.
⏎	Enters a hard return.
✉	Jumps directly to the e-mail field in a phone record.

Using the Clocks

After a system reset, each time you press **ON/OFF** or tap $\underset{\text{TIME}}{\bigcirc}$, you see the Home Time screen. You can perform the following functions in Home Time.

1. Tap $\underset{\text{TIME}}{\bigcirc}$ to go to World Time.

2. Tap **MD/DM** on bottom left of screen to toggle between the month/day and day/month formats.

3. Tap **12/24** on bottom center of screen to toggle between 12- and 24-hour displays for the clock.

4. Tap **DST** on bottom right of screen to enable/disable daylight savings time.

5. Tap $\int$ to enable/disable the keytone.
   The keytone is the beep that sounds when you touch the screen.

   $\int$ on the upper left indicates the keytone is enabled.

6. Tap $(\!(\!\omega)\!)$ to enable/disable the hourly chime.

   $\overset{\circ}{\bigcirc}$ on the upper left indicates the hourly chime is enabled.

7. Tap $\odot\!\!\!\!\sim$ to go to the Password entry screen.

8. Tap $\overset{\pm}{\underset{\text{SYNC}}{\equiv}}$ to start data synchronization with your PC.

9. Tap **M.CHK** to see the percent of available memory.

10. Tap ▲ ▼ to adjust the LCD contrast.

11. Tap **LANG** to go to the Language selection screen.

12. Tap **EDIT** to go to the Home Time edit screen.

Setting Home Time

1. Tap ⌚ once to go to the Home Time screen.

```
,HOME TIME
 FRI NYC
 12-01-2000
 12:06 11 PM
```

2. Tap EDIT.
3. At the city name, tap ⋀ or ⋁ to cycle through the available city names.

   Tap **A-Z** or **0-9** to edit a city name. This will be your Home city.

   Tap **ABC/123** at the bottom right of the screen to toggle between letter and number input.

   You can edit the city, month, day, year, hour and minute in that sequence.

   Tap ▲ ▼ ► ◄ to move the cursor in the indicated direction.

4. Tap 0-9 to edit the year, day and month.

5. Tap 0-9 to edit the hour and minute.

Tap **AM/PM** at bottom center of screen to toggle between a.m. and p.m. in the 12-hour format.

6. Tap ENTER at bottom right corner of screen to store the time.

Seconds are updated automatically.

If you enter an invalid time, you will be prompted for a correction.

Viewing World Time

You must set your home time before viewing World Time. There are 43 built-in cities. The list is available at the end of this User's Guide.

1. Tap 🕥 twice to go to World Time.

```
,WORLD TIME
 FRI MOW
 12-01-2000
 8:10 23 PM
```

TEL WWW TIME CALEN ANNIV EXP BOOK CALC EURO

```
                           Ŗ
                           Ŷ
              12/24
         EDIT          DST
```
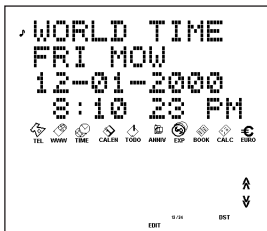
2. Tap Ŗ or Ŷ to cycle through the available city times.

Tap **12/24** at bottom of screen to toggle between the 12- and 24-hour format.

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Tap **DST** on bottom right of screen to enable/disable daylight savings time.

3. Tap $\overset{\heartsuit}{\underset{\text{TIME}}{}}$ twice to return to Home Time.

Setting the Daily Alarm

When the set time is reached, the alarm sounds for 20 seconds. Tap any key other than $\overset{\heartsuit}{\underset{\text{TIME}}{}}$ to activate the snooze function and stop the sound. When the snooze function is activated, the alarm sounds every eight minutes. Tap $\overset{\heartsuit}{\underset{\text{TIME}}{}}$ to stop the sound and de-activate the snooze function. To set the daily alarm, do the following:

1. Tap $\overset{\heartsuit}{\underset{\text{TIME}}{}}$ three times to go to the Daily Alarm.

2. Tap EDIT at bottom of screen.

Tap **0-9** to edit the hour and minute.

Tap ◄ ► to move the cursor in the indicated direction.

Tap **AM/PM** at bottom of screen to toggle between a.m. and p.m.

3. Tap ENTER at bottom right of screen to store your settings.

4. Tap ((•)) on bottom left of screen to disable/re-enable the daily alarm.

📣 on upper left indicates the daily alarm is enabled.

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Entering a Phone Record

There are three telephone directories: Personal, Business 1 and Business 2. Each directory has 10 fields in which to enter data. The fields appear in the following sequence: Name, Company, Address, Home phone, Work phone, Fax, Cellular, Pager, E-mail and Notes. Each field has a character limit. Please see table below.

Field	Character Limit
NAME	40
COMPANY	18
ADDRESS	80
HOME PHONE	18
WORK PHONE	18
FAX	18
CELLULAR	18
PAGER	18
EMAIL	40
NOTE	60

To enter a phone record, do the following:

1. Tap 📱 to go to the Business 1 phone directory.

Tap 📱 again to go to the Business 2 phone directory. Tap 📱 a third time to go to the Personal phone directory.

2. Tap A-Z to enter a name.
Name is the first field. You MUST enter a name if you want to save the record.

```
⸜BUSINESS
  NAME?
```

TEL   WWW   TIME   CALEN   TODO   ANNIV   EXP   BOOK   CALC   EURO

Q   W   E   R   T   Y   U   I   O   P

A   S   D   F   G   H   J   K   L   ‽

Z   X   C   V   B   N   M   ▲   ABC/123   ¥

INS   DEL   SPACE   ◀   ▼   ▶   ENTER
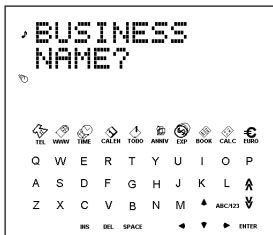
Tap **ABC/123** to toggle between the letter/number keyboards.

Tap **SYML** to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character. The character at the cursor is deleted.

Tap **INS** to insert a character.

Tap ◀ ▶ to move the cursor.

3. **Tap ENTER to enter data in each successive field.**

   You need not enter data in every field.

   Notes is the last field.

4. **Tap ENTER in the Notes field to save the record.**

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Entering a Schedule record

There are five fields in the Schedule: Start Date, Start Time, End Date, End Time, Description. You can set a Schedule alarm which sounds for 20 seconds. You can enable/disable the alarm, and stop the sound at any time. To enter a Schedule record, do the following:

1. Tap $\diamondsuit$ CALEN twice.

2. Tap 0-9 to go to the Start Date field.

3. Tap 0-9 to enter a Start Date.

   The date format is what you set in Home Time.

   You MUST enter a Start Date if you want to save the record.

   Tap ◄ ► to move the cursor left or right.

4. Tap ENTER to enter data in each successive field.

   You need not enter data in every field.

   At the Start time field, tap (((•))) to enable the Schedule alarm.

   ◥▶ on the upper left indicates the Schedule alarm is activated.

   At the Start Time and End Time fields, tap **AM/PM** at bottom of screen to toggle between a.m. and p.m. in the 12-hour format.

   If you enter an invalid date or time, you are prompted for a correction.

Message is the last field. You can enter up to 512 characters in this field.

Note: In the date and time fields, only the number keyboard is available. In the Message field, tap **ABC/123** to toggle between the letter/number keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

The character at the cursor is deleted.

Tap **INS** to insert a character.

Tap ◄ ► to move the cursor.

5. Tap ENTER to store your data.

Using the Calendar

1. Tap $\underset{\text{CALEN-}}{\diamondsuit}$.
2. Tap ⋀ or ⋎ to move to a different month.
3. Tap ▲ ▼ ◄ or ► to move to a different day, week or month, by day.

The active date blinks on the screen.

Entering a Todo

There are four fields in the Todo book: Date Due, Message (description), Date Done and Priority. You can set priority levels of one to three. To enter a Todo record, do the following:

1. Tap $\overset{\triangle}{\underset{\text{TODO}}{}}$ once.

2. Tap 0-9 to go to the Date Due field.

3. Tap 0-9 to enter the due date for the Todo.

   The date format is what you set in Home Time.

   You MUST enter a due date if you want to save the record.

   If you enter an invalid date, you are prompted for a correction.

   Tap ◄ ► to move the cursor left or right.

4. Tap ENTER to go to the Message field.

   You can enter a maximum of 108 characters.

Note: In the date and priority fields, only the number keyboard is available. In the Message field, tap **ABC/123** to toggle between the letter/number keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

Tap ◄ ► to move the cursor.

5. **Tap ENTER to go to the Date Done field.**

   Tap **0-9** to enter the completed date.

6. **Tap ENTER to go to the Priority field.**

   Tap **1-3** to set a priority level for your todo.

7. **Tap ENTER to store your data.**

   The Todos are sorted by the due date.

Entering a Memo Record

Each Memo record consists of a Message field in which you can enter a maximum of 512 characters.

To enter a Memo do the following:

1.Tap 📝 **TODO twice.**
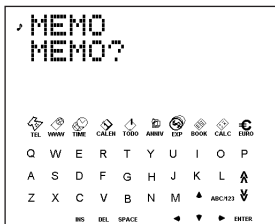
2. Tap any key to begin entering your memo.

3. Tap A-Z or 0-9 to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

Tap ◄ ► to move the cursor.

4. Tap ENTER to store your record.

Entering an Internet Record

Each Internet record has three fields: Message (description), Internet (address) and Note. You can enter descriptions of your favorite websites, the addresses and a note. You can enter a maximum of 108 characters in the Message and Note fields and 80 characters in the Internet field. To enter an Internet record, do the following:

1. Tap $\overset{\mathscr{\otimes}}{\underset{\text{www}}{}}$.

2. Tap any key to go to the Message screen.

3. Tap A-Z or 0-9 to enter your description.

You must enter data in this field if you want to save the record.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

Tap ◄ ► to move the cursor.

4. Tap ENTER to go to the Internet (address) field.

5. Enter the internet address and tap ENTER to go to the Note field.

Enter a note if you want.

6. Tap ENTER to store the data.

Entering an Anniversary

Each Anniversary record consists of a Date field and a Message field. To enter an Anniversary do the following:

1. Tap 📖 **ANNIV** .

2. **Tap 0-9 to go to the Date field.**

3. **Tap 0-9 to enter the anniversary date.**

   The date format is what you set in the Home Time, without the year.

   You MUST enter a date if you want to save the record.

   Tap ◄ ► to move the cursor left or right.

4. **Tap ENTER to move to the Message field.**

   You can enter a maximum of 108 characters.

   You need not enter data in the message field.

   Note: In the Date field, only the numbers keyboard is available. In the Message field, tap **ABC/123** to toggle between the letters/numbers keyboards.

   Tap **A-Z** or **0-9** to enter your data.

   Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

   Tap **SPACE** to insert a space.

   Tap **DEL** to delete a character.

   Tap **INS** to insert a character.

5. **Tap ENTER to store your data.**

Entering an Expense

Each Expense record consists of the following fields:
Date, Expense Type, Payment Type, Amount and
Notes. To enter an Expense do the following:

1. **Tap 🐞.**
2. **Tap 0-9 to go to the Date field.**
3. **Tap 0-9 to enter the expense date.**

   The date format is what you set in the Home Time,
   without the year.

   You MUST enter a date if you want to save the
   record.

   Tap ◄ ► to move the cursor left or right.

4. **Tap ENTER to move to the Amount field.**

   Tap **0-9** and **.** to enter your amount. Tap ➡ to
   erase the last entered digit.

5. **Tap ENTER to move to the Expense Type field.**

   Use ▲ ▼ to cycle through the eight expense types.
   Stop when you reach the type you want.

6. **Tap ENTER to move to the Payment Type field.**

   Use ▲ ▼ to cycle through the Payment types. Stop
   when you reach the type you want.

7. **Tap ENTER to move to the Notes field.**

You can enter a maximum of 108 characters.

You need not enter data in the Note field.

Note: In the Date and Amount fields, only the numbers keyboard is available. In the Notes field, tap **ABC/123** to toggle between the letters/numbers keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

8. **Tap ENTER to store your data.**

Searching and Editing Records

Phone, Memo and Internet records are sorted alphabetically. Schedule and Todo records are sorted chronologically. You can search for them either directly or sequentially. You can review your records, edit them or delete them.

Searching for a Record

Tap the icon of the directory you want to search.

Tap $\mathbf{\forall}$ or $\mathbf{\hat{A}}$ to view the records in the order they appear.

In the Telephone, Memo and Internet directories, enter the first few letters of a record then tap $\mathbf{\forall}$ or $\mathbf{\hat{A}}$ to find it quickly. The first record starting with the input letters is displayed if it exists. You can then tap $\mathbf{\forall}$ or $\mathbf{\hat{A}}$ to view other matching records. If no matching record is found, "**NOT FOUND**" is displayed.

You can also do a wildcard search using ✳. For example, to find all the records ending in "ant", tap **SYML**, then tap ▲ or ▼ repeatedly until you see ✳, tap the corresponding number, then enter "ant". Tap $\mathbf{\forall}$ or $\mathbf{\hat{A}}$ to display the first record ending in "ant" if it exists. You can then tap $\mathbf{\forall}$ or $\mathbf{\hat{A}}$ to view other matching records.

Note: Only records matching the entered keywords or wildcards are displayed.